

Northern Arizona University (NAU),
Institute for Human Development –
Arizona University Center on
Disabilities (IHD-AzUCD)

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NORTHERN ARIZONA
UNIVERSITY
College of Social & Behavioral Sciences
Institute for Human Development

Statement of Work (SOW) for the Arizona Developmental Disabilities Planning Council (ADDPC)

Date	Services Performed By:	Services Performed For:
September 1, 2016	Northern Arizona University (NAU), Institute for Human Development – Arizona University Center on Disabilities (IHD-AzUCD) P.O. Box 5630 Flagstaff, AZ 86011	Arizona Developmental Disabilities Planning Council (ADDPC) 3839 North 3rd St, Suite 306 Phoenix, AZ 85012

This Statement of Work (SOW) is issued to the Arizona Developmental Disabilities Planning Council (ADDPC). In addressing ADDPC's Goals 1, 2 and 3 (see below), NAU/IHD-AzUCD proposes the following project to provide greater access, outreach, and marketing to ADDPC's activities and efforts.

Period of Performance

The Services shall be provided over a period of 12 months.

ADDPC Goal #1, 2 and 3

Through this proposal, the applicant plans to address all three goals of the Council. This includes:

Goal 1: Self-Advocacy/Self-Determination

Establish, strengthen, and expand self-advocacy activities among persons with developmental disabilities so they will become empowered to be self-determined.

Goal 2: Employment

Increase awareness of employment potential of people who have developmental disabilities, link them to resources needed to achieve their employment potential, and foster job creation, hiring, retention, promotion, and self-employment

Goal 3: Inclusion

Motivate communities to include people of all ages who have developmental disabilities in all aspects of community life.

Scope of Work

NAU/IHD-AzUCD shall provide the following services as follows:

Host a minimum of 4 and a maximum of 6 **Events** (Meetings or Webinars) on Adobe Connect.

Types of **Events**: The Council staff will work with each goal committee to identify webinars for the year. In total, there will be no more than 6 webinars delivered per year for the council. The webinars from each goal committee could address trainings, project results, or getting feedback from the state.

Deliverable Materials

Adobe Connect is a versatile, web-conferencing platform that allows hosts, presenters, and participants to effectively collaborate in a virtual setting. Increasingly, webinars are playing a vital role in the presentation and dissemination of information.

Adobe Connect is compatible across operating systems (iOS and Windows) without a download of a desktop client (it renders in a browser). **Events** can also be accessed through mobile devices (iOS and Android) with an app download for a complete immersive experience.

There are three deliverables for each **Event**: management, promotion, and hosting. NAU/IHD-AzUCD will include these three phases as deliverable materials.

Management:

NAU/IHD-AzUCD will invite identified presenters into an Adobe Connect virtual space and share an overview of the key features. NAU/IHD-AzUCD will provide a form required to populate the information needs of an Adobe Connect **Event**.

NAU/IHD-AzUCD will request content for uploads to Adobe Connect- PowerPoints, documents, websites, surveys and media. NAU/IHD-AzUCD will convert content into formats compatible with Adobe Connect.

The ADDPC staff will be responsible for organizing topic, presenters and webinar , the NAU/IHD–AzUCD staff will be responsible for uploading information, and collecting content, schedule a date closer to the **Event** for a practice run with presenters.

Promotion:

After receiving the required information in the form, NAU/IHD-AzUCD will create invitations (brand specific to ADDPC and NAU/IHD-AzUCD) within the Adobe Connect Events Module that can be forwarded in list serves. Also, registration URLs can be copy/pasted into documents and disseminated as announcements or embedded in emails.

NAU/IHD-AzUCD will track registrants (max capacity is 100 before paying for an increase) and provide reports (Excel files) to the ADDPC with collected information (customized questions and demographics required by the ADDPC for registration). This is critical in tracking requests for reasonable accommodations, collecting contact information, and asking for **Event** specific data. Customized emails can be triggered in Adobe Connect for any other pertinent information or distribution needs.

ADDPC Events will be included in our Event Catalog where our featured events are listed. The Event Catalog is available via the internet to anyone that receives an invitation or announcement from any of our partners that we are supporting through NAU/IHD-AzUCD for Adobe Connect Events.

Hosting:

NAU/IHD-AzUCD will support the **Event** from start to archive (**Events** can be recorded and URLs shared for viewing). Working in the background, the NAU/IHD-AzUCD host will activate the meeting/webinar room and guide the participants through the Adobe Connect architecture. The NAU/IHD-AzUCD host will help deploy content and oversee the sharing of PowerPoints, documents, or media. Surveys can be distributed through emails to the participants of the **Event** (AIDD outcome measures to assess the **Event**). An archived Event URL will be posted to the ADDPC.

Link to Budget Justification

Budget

Adobe Connect Support – IHD-AZUCD			
ADDPC			
October 1, 2016 – September 30, 2017			
	ADDPC	Cost Share	Total Budget
Personnel			
John McDermott – Project Coordinator			
.1125 FTE	5,508		5,508
Thomas Uno-Associate			
Director .02 FTE		1,656	1,656
TOTAL PERSONNEL	5,508	1,656	7,164
Fringe Benefits			
John McDermott – Project Coordinator			
.1125 FTE	3,200		3,200
Thomas Uno-Associate			
Director .02 FTE		518	518
TOTAL FRINGE BENEFITS	3,200	518	3,718
Supplies	500		
Other			
Captioning	1,000		
TOTAL OTHER	1,000		
TOTAL DIRECT	10,208	2,174	12,382
INDIRECT COST (10%)	1,021	2,133	3,154

TOTAL COST	11,229	4,307	15,536
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Budget Justification

PERSONNEL (\$7164)

Project Coordinator (.1125 FTE) \$5508

John McDermott

John McDermott will be the Project Coordinator for this project. His duties will include the management, promotion, and hosting of ADDPC *Events* and quarterly meetings. Please see the section above.

Associate Director (.02 FTE) \$1656

Thomas Uno

Tom Uno will be contributing to the project as cost share. Mr. Uno will supervise the Project Coordinator in maintaining the focus of the project in meeting its goals and objectives.

FRINGE BENEFITS (\$3,718)

Project Coordinator (.1125 FTE) \$3200

John McDermott

Associate Director (.02 FTE) \$518

Thomas Uno

The Employee Related Expense (ERE) total is based on projected cost of health, dental, life, disability, FICA and Medicare, unemployment, and retirement benefits relative to each employee's salary and/or wages, FTE, and election of benefits. The ERE rate for an employee is calculated by dividing his/her salary by the total cost of his/her benefit package. FICA 6.20%; Workmen's Comp 0.71% of salary; Unemployment 1%; Retirement 9.870%; Disability 0.25% of salary; Dental \$60/yr/single; \$164/yr/family; Health \$6,506/yr/single; \$16,980/yr/family; Life \$25.48/yr.

OTHER (\$1000)

Funds are requested to cover costs of NAU/IHD-AzUCD's working with a captioning company to caption all webinars, this will be available for live productions as well as archived events.

Indirect cost (\$3154)

10% of indirect cost is funding agency's restricted indirect cost rate (\$1021). The difference between NAU MTDC 30.9% and agency's 10% indirect cost will be used as cost share (\$2133)

